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## **I. Background**

The U.S. Department of Homeland Security, Office for Domestic Preparedness (ODP) is providing grant funding to the Health Physics Society (HPS) to support nationwide application of the Homeland Defense Equipment Reuse (HDER) Program. The overall goal of the HDER Program is to provide surplus radiological detection instrumentation and other equipment, as well as training and long term support, to emergency responder agencies nationwide to enhance their domestic preparedness capabilities. The funding provided to HPS through this grant will be used to cover the costs of training HPS volunteers designated to support the HDER Program, as well as for: 1) costs associated with the annual calibration and basic maintenance of equipment provided to emergency responder agencies through the HDER Program; 2) costs associated with the provision of hands-on refresher training to emergency responder agencies participating in the HDER Program; and, 3) costs associated with serving as a local source of expertise for questions from emergency responder agencies participating in the HDER Program.

## **II. Program Guidelines**

### **A. Authorized Program Purpose and Expenditures**

Funding for this program is provided through Public Law 108–7, the Omnibus Appropriations Act of 2003. The funding provided through this grant is for the costs of training HPS volunteers designated to support the expanded HDER Program, as well as for: 1) costs associated with the annual calibration and basic maintenance of equipment provided to emergency responder agencies through the HDER Program; 2) costs associated with the provision of hands-on refresher training to emergency responder agencies participating in the HDER Program; and, 3) costs associated with serving as a local source of expertise for questions from emergency responder agencies participating in the HDER Program. Allowable costs associated with the training of HPS volunteers include lodging and meals. Allowable HDER Program support costs include reimbursement for travel costs (mileage related to the use of personal vehicles, parking, tolls, subsistence, etc.), communications costs (telephone, fax, etc.), and equipment procurement (batteries, check sources and other items necessary to support calibration and maintenance of HDER Program equipment). In addition, program management and administrative costs are also allowable under this grant.

### **B. Unauthorized Program Expenditures**

Grant funds awarded under this program may not be used for costs other than those outlined in Section A above. Additionally, grant funds awarded under this program may not be used to pay for expenses incurred prior to the award start date of the grant or for items otherwise budgeted for with organizational funds.

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### III. Funding Availability and Eligible Applicants

Eligible applicants and funding amounts are specified in the table below. Grants must be signed by the chief executive officer (CEO) or the appropriate financial officer of the recipient organization.

Eligible Applicants	
<u>Jurisdiction</u>	<u>Award Amount</u>
1) Health Physics Society	\$182,090.00

### IV. Application Guidance

Applications need to be prepared according to the directions contained in Section V and Section VI of this booklet.

The Office for Domestic Preparedness now only accepts applications electronically through the Grant Management System (GMS) located on the Office of Justice Programs (OJP) Web site. Instructions regarding electronic submissions through GMS are provided on the OJP Web site at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). Assistance with GMS may also be obtained by using the following toll-free telephone number: 1-800-368-6498.

Questions regarding the application process and/or programmatic matters can be directed to:

*Kerry Thomas  
Program Manager  
Office for Domestic Preparedness  
810 Seventh Street, NW  
Washington, DC 20531  
  
(202) 616-6707*

### V. Application Requirements

- A. On-Line Application:** The on-line application must be completed and submitted by the applicant using the OJP GMS system described above.

When completing the on-line application, applicants should identify their submissions as new, nonconstruction applications. This grant is offered by the U.S. Department of Homeland Security, Office for Domestic Preparedness. Fiscal support and oversight for the effective period of performance for the grant is being provided by the U.S. Department of Justice, Office of Justice Programs. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Office for Domestic Preparedness Fiscal Year 2003 State Homeland Security Grant Program." When referring to this title, please use the following CFDA number: 16.007. The project period will be for a period not to exceed 24 months.

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**B. Supplemental Documents:** The following documents must be completed and attached to the on-line application as file attachments:

- **Program Narrative:** Applicants must provide a Program Narrative. The Program Narrative should contain a brief discussion of the information outlined in Section VI of this booklet. The required program narrative format is included in Appendix A and should be attached under “Program Narrative”.
- **Budget Detail Worksheet:** Each applicant must include a detailed budget for the project. The budget must be complete, reasonable and cost-effective. The budget should also provide the basis for computation of all program-related costs. The required budget format is included in Appendix B and should be attached under “Budget Detail Worksheet”.

## **VI. Program Narrative**

The program narrative should be brief and include the following information:

**1. HDER Program - Project Structure, Management and Budget:** The applicant must provide a brief statement addressing how support of the HDER Program will be structured and managed, as well as describe the proposed budget for the project. This section should also address the training of volunteers designated to support the HDER Program.

**2. HDER Program - Support Program:** The applicant must provide a brief statement identifying the specific support to be provided to emergency responder agencies participating in the HDER Program. This statement should address both initial contact with HDER Program participants, and if requested, the ongoing support that will be provided.

**3. HDER Program - Measuring Program Objectives:** The applicant must provide a brief narrative that contains measurable program (outcome) objectives, lists corresponding activities and describes the specific evaluation methods to be used. An example of an acceptable measure for this program is:

*Goal:* Train all remaining volunteers designated to support the HDER Program. Make contact with all SAAs involved in the administration of the HDER Program to determine what, if any, support is required. Establish a plan for delivering the requested support. Deliver the requested support.

*Objective:* Train all remaining volunteers designated to support the HDER Program by the end of July, 2003. Make contact with the SAA official administering the HDER Program within one month of completing training to determine what, if any, support is required. Establish a plan for delivering the required support within one month of making initial contact. Deliver all required support within the award period.

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*Evaluation Measure:* Was training of remaining local chapter volunteers completed by the end of July, 2003? Was contact made with all remaining SAAs administering the HDER Program within one month of completing the training? If requested, was a plan for delivering the required support developed within one month of the initial contact? Was all required support delivered within the award period?

## **VII. Administrative Requirements**

### **A. General Requirements**

**1. Single Point of Contact (SPOC) Review:** Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state SPOC, if one exists and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be provided.

### **B. Financial Requirements**

**1. Non-Supplanting Certification:** This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds for equipment purchases and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the preaward review, postaward monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

**2. Match Requirement:** None

**3. Assurances:** The on-line application includes a list of assurances that the applicant must comply with in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances when you submit your application on-line through GMS.

**4. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement:** This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Governmentwide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Homeland Security in awarding grants.

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**5. Suspension or Termination of Funding:** The Office for Domestic Preparedness may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to make satisfactory progress toward the goals or strategies set forth in this application.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

## VIII. Reporting Requirements

The following reports are required of all program participants:

- **Financial Status Reports (Standard Form 269A):** Financial status reports are due to the OJP Office of the Comptroller within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active (including partial calendar quarters, as well as for periods where no grant activity occurs). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.
- **Categorical Assistance Progress Reports (OJP Form 4587/1):** Categorical Assistance Progress Reports are due to the OJP Office of the Comptroller within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns will be withheld if these reports are delinquent. The progress report must include the following information in Block 12 of the required form: 1) a listing of all services provided to each metropolitan area; and, 2) a detailed summary of the overall costs incurred for the reporting period. Any service delivery plans finalized during the reporting period should also be attached to this report. The final programmatic progress report is due 120 days after the end date of the award period. The final programmatic progress report should include a comprehensive review of the support provided to the HDER Program in Block 12 of the required form.

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*(Note: If insufficient space-6- is available in Block 12 of the required form to address all required issues, an attachment may be provided.)*

- **Financial and Compliance Audit Report:** Recipients that expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year.

In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of Fiscal Year 2003 HDER Program Support Grant assistance for audit and examination purposes, provided that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.



**Appendix A**  
**Required Program Narrative**



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## **Fiscal Year 2003 HDER Program Support Grant Program Narrative**

### **I. Overview**

The Health Physics Society (HPS), chartered in 1956 as a non-profit scientific organization, is composed of nearly 6,000 professionals who specialize in radiation safety. With 48 chapters nationwide, the mission of HPS is the safeguarding of human health and the environment from potentially harmful exposure to radiation or radioactive materials in both public and private activities. HPS is dedicated to the development, dissemination and application of scientific and practical knowledge regarding radiation safety and control.

In the wake of the terrorist attacks of September 11, 2001, HPS has mobilized its membership to assist in the Homeland Security effort (see Attachment A). Many society members are professional engineers, certified industrial hygienists and certified health physicists who have immediate access to calibrated equipment and supplies. Nearly all HPS members are trained in emergency response relating to incidents involving radioactive materials. HPS has formed a Homeland Security Committee, and is currently working with the International Atomic Energy Agency and the U.S. Department of Energy to support the Radiation Safety Without Borders Program, an effort aimed at strengthening radiation safety programs overseas. HPS has also been an integral part of the pilot phase of the Homeland Defense Equipment Reuse (HDER) Program as part of a three way partnership with the U.S. Department of Justice and the U.S. Department of Energy. HPS now proposes to make the expertise of its membership available to support the nationwide expansion of HDER.

### **II. HDER Project Support Structure, Management and Budget**

To support the nationwide expansion of HDER, HPS will engage the services of its local chapters for support (see Attachment B). Coordination of HPS support to the HDER Program, including application for and management of this supplemental grant, reimbursement of local chapter expenses, coordination of local chapter support and all financial and programmatic record keeping and reporting to the U.S. Department of Homeland Security, will be the responsibility of the Society's Executive Secretariat located in McLean, Virginia. The Executive Secretariat will also coordinate with the U.S. Department of Justice, Office for Domestic Preparedness (ODP) to provide a half day of training in conjunction with the Society's annual meeting in San Diego, California. This will provide an opportunity for local chapter volunteers that did not receive the ODP training at either the 2002 HPS Annual Meeting or the 2003 HPS Mid-Year Meeting to participate in the HDER Program. The proposed date for the HDER Program training is July 24, 2003.

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The proposed budget for HPS support to the expanded HDER Program is:

Training:	\$ 10,346
Project Support Costs:	\$157,344
Administration:	\$ 14,400

**Total:** **\$182,090**

Estimated training costs are based on the conference lodging rate (\$156.91) added to the federal per diem rate for meals and incidentals (\$50) for the City of San Diego. This funding will be sufficient to support the attendance of 50 individuals.

Project support costs were derived from the estimated cost for 48 local chapters to support the HDER Program over life of the grant (\$157,344). These estimated costs include travel-related expenses (mileage, parking, tolls, subsistence, etc.), communications (phone, fax, etc.) and equipment procurement (batteries, check sources, etc.), and are broken down as follows:

Mileage costs - 36 cents per mile x 18 visits at 100 miles = \$648  
Parking, tolls, etc. - \$10 x 18 visits = \$180  
Communications - \$25 x 12 months = \$300  
Equipment procurement - Check sources/parts for rad detection instruments = \$2150

Total - \$3278 x 48 chapters = \$157,344

Administration of the program will be handled by a consultant employed by the HPS Executive Secretariat. Estimated costs for the services of this consultant total \$14,400. These costs are broken down as follows:

Grant management (reports, reimbursements, etc.) - 96 hours  
Coordination of chapter activities - 96 hours

Total: 192 hours x \$75 per hour = \$14,400

A budget detail worksheet is included as Appendix C. However, this proposed budget does not include in-kind services (time/labor) to be donated by local HPS Chapter volunteers. In kind-support for the award period is estimated at \$400,000.00.

### **III. HDER Project Support Program**

Each of the participating local HPS chapters will initiate contact with the designated State Administrative Agency (SAA) official using information provided by ODP following expansion of the program. Local chapters whose volunteers have not yet received HDER Program training from ODP will attend the course being proposed for July 24, 2003. Chapters that participated in the pilot phase of the HDER Program will continue to utilize their established SAA contacts.

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When contact is made, the local chapter will discuss the availability of the following services with the SAA official: 1) annual calibration and basic maintenance for equipment provided to emergency responder agencies through the HDER Program; 2) hands-on refresher training to emergency responder agencies participating in the HDER Program (this service will be provided only after the jurisdiction has received initial training through the Domestic Preparedness Equipment Technical Assistance Program); and, 3) availability of chapter members to serve as a local source of expertise for questions from emergency responder agencies participating in the HDER Program. If service is requested, the local chapter will develop a formal plan and time line for its delivery with the SAA official, and furnish this information to the HPS Executive Secretariat for provision to ODP. If service is not requested, the local chapter will also furnish this information to the HPS Executive Secretariat for provision to ODP. As services are delivered, each local chapter will request reimbursement for allowable costs from the HPS Executive Secretariat. The HPS Executive Secretariat will review these requests to ensure that all costs are allowable, and then reimburse the local chapter from the grant.

**IV. Measuring Program Objectives:** The following goals, objectives and measures will be employed by HPS to assess the HDER Program:

*Goal:* Train all remaining volunteers designated to support the HDER Program. Make contact with all SAAs involved in the administration of the HDER Program to determine what, if any, support is required. Establish a plan for delivering the requested support. Deliver the requested support.

*Objective:* Train all remaining volunteers designated to support the HDER Program by the end of July, 2003. Make contact with the SAA official administering the HDER Program within one month of completing training to determine what, if any, support is required. Establish a plan for delivering the required support within one month of making initial contact. Deliver all required support within the award period.

*Evaluation Measure:* Was training of remaining local chapter volunteers completed by the end of July, 2003? Was contact made with all remaining SAAs administering the HDER Program within one month of completing the training? If requested, was a plan for delivering the required support developed within one month of the initial contact? Was all required support delivered within the award period?



**Appendix B**

**Required Budget Detail Worksheet**

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## Fiscal Year 2003 HDER Program Support Grant Budget Detail Worksheet

Organization: Health Physics Society Date: March 11, 2003

Organization Total: \$182,090

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Budget Category	Expense
Training	Lodging
	Meals
Sub-Total: <b>\$10,346</b>	
Nationwide Project Support Costs	Travel (mileage, parking, tolls, subsistence, etc.)
	Communications (phone, fax, etc.)
	Equipment Procurement (batteries, check sources, etc.)
Sub-Total: <b>\$157,344</b>	
Project Management and Administration	Consultant Fees
Sub-Total: <b>\$14,400</b>	
Total Allocation: <b>\$182,090</b>	



**Appendix C**  
**Application Checklist**

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## **Application Checklist**

☐ On-Line Application

☐ File Attachments:

1. Program Narrative
2. Budget Detail Worksheet